

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

Minutes of the Regular Session of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, October 15, 2013 at 10:00 A.M., in meeting room 4-C located on the fourth floor of the Administration Building.

HR COMMITTEE MEMBERS PRESENT: Maly, Ballweg, Frohling, Greshay and Marsik.

ALSO PRESENT: Joseph Rains, Human Resources Director; Sarah Eske, Human Resources Analyst; James Mielke, Dodge County Administrator; Leann Schultz, Insurance and Benefits Coordinator; Scott Smith, Chief Deputy – Sheriff's Department; Sheila Drays, Human Services Supervisor; Matthew Bublitz, Correctional Officer; Nicholas Hraban, Correctional Officer; David Dorn, AFSCME Council 40 Staff Representative.

Meeting called to Order by Chair Maly at 10:00 a.m.

Roll call was taken. All members present.

Rains verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Marsik to approve the agenda and allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Greshay. Motion carried.

Maly asked if anyone present had any public comments.

Dorn addressed the Committee regarding a letter he sent to all County Board members regarding his concerns related to the County going to a deductible health insurance plan. He suggested that the County put money in the employee's flexible spending account. He stated that doing so would help employees whose budgets are pinched by having their paychecks reduced further with having to pay a deductible. Bublitz echoed Dorn's concerns and asked that the Committee give serious consideration to the option that Dorn suggested in his letter. Hraban also echoed Dorn's concerns and gave an example related to his own financial situation and the impact a deductible plan would have on his family. He asked that the Committee consider Dorn's suggestion. Maly thanked them for their comments and indicated that she too has shared this exact concern. However, her concern was for military families who for years have felt this pinch. She stated that she understands the concerns, but that taxpayers are feeling the same pinch. Rains indicated that he would need to research the issue to determine whether there are any tax implications if the County were to consider putting money into employee's flexible spending account. Frohling indicated he would like to see a more specific proposal brought forward and he would like to know what if any tax implication there would be for the employee or the County.

Motion by Greshay to approve the minutes of the September 25, 2013 regular meeting of the Human Resources and Labor Negotiations Committee. Second by Frohling. Motion Carried. Maly abstained.

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Eske explained a request for donation of sick time for an employee of the Human Services and Health Department. She stated that this employee has had intermittent leaves of absences to care for parents with serious health conditions and recently had surgery for her own serious health condition and is now out of her own paid time (sick and vacation).

Motion by Ballweg to approve the donation request under the established guidelines and not to establish a practice or precedent. Second by Marsik. Motion carried.

Drays explained a request for donation of sick time for an employee in her unit. She stated that this employee has been caring for her husband who has a serious health condition and the condition has advanced to the point where she is needed to be with him on a full time basis. She has exhausted all her own paid leave (sick and vacation).

Motion by Maly to approve the donation request under the established guidelines and not to establish a practice or precedent. Second by Greshay. Motion carried.

Rains informed the Committee that the supervisory training for performance reviews was conducted. He explained that the feedback he has received was positive. The forms are now on the intranet for the supervisors to use. Rains also explained that he is working on an education piece for employees. He stated he is working on a PowerPoint presentation that supervisors can go over with the employees. Mielke stated that the training covered a lot of material and that Katie McCloskey, Rains and Eske did a great job. Maly stated she was pleased to hear this and that she felt there was great communications with Department Heads throughout the process.

Mielke distributed a draft policy regarding expense reimbursement. He explained that he has gotten some questions regarding travel reimbursement for travel between County Buildings and travel within Juneau City limits. He stated that he contacted some of the Department Heads whose employees travel to other County Buildings or conduct County business within Juneau City limits and he explained that the results were mixed as to whether employees were requesting travel reimbursement. He felt that a uniform policy was needed so that all County Departments are handling this the same way throughout the County. Maly inquired about the amounts for meal reimbursement; stating that she felt the amounts were low. Mielke indicated that the rates were recently adjusted. She also questioned why there is a \$55 lodging reimbursement if the hotel did not honor the state rate, which is \$70 per night. Frohling indicated he would like to see this amount increased to at least the State rate. The Committee held discussion.

Motion by Frohling to increase the lodging rate to the State rate of \$70 per night. Second by Ballweg. Motion carried.

The Committee continued to discuss the policy language regarding travel reimbursement between buildings and travel within Juneau City limits. The Committee asked for clarification regarding what Departments were paying for mileage between buildings and how many times per day employees were traveling to other buildings. Mielke explained that this varied and the purpose of the policy is to bring all Departments into one uniform policy.

Motion by Ballweg to approve the change in the travel reimbursement language as presented. Second by Marsik. Motion carried.

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Rains explained that the third party administrator for the County's Flexible Spending Benefit has an option available for participants to be issued a debit card that can be used to pay for many eligible expenses. He explained that the cost of the debit card is \$0.75 per month per enrolled employee. He also explained that the total cost would be \$9.00 per year per employee, which is charged back to the employee's department. Rains stated he needs to discuss with Patti Hilker, Treasurer, and Julie Kolp, Finance Director, any impacts it may have on their departments, but explained that this is a great option for employees. He explained the current procedure for receiving reimbursement for the flex spending accounts and explained the debit card procedure.

Motion by Maly approved moving forward with the use of the debit card if the Treasurer and Finance Director determine that the fiscal requirements of such an arrangement would be workable. Second by Marsik. Motion carried.

The Committee reviewed the Personnel Requisitions. Mielke indicated that at this time the Property Listing Assistant is not funded in the 2014 budget. Mielke stated that he wants to give credit to Joyce Fiacco and David Addison for their work to allocate the workload to the others within the Department. He stated that if the Department determines a need to fill the position in 2014 a new personnel requisition can be submitted.

One (1) Utility II – Truck Driver – Full-time, Highway Department
One (1) Jail Corporal – Full-time, Sheriff's Department – Jail Division

Motion by Frohling to approve the Personnel Requisitions as presented. Second by Greshay. Motion carried.

Leave of Absence: Rains presented a request from an employee of the Human Services and Health Department for a County Unpaid Medical Leave of Absence due to her own serious health condition. He explained that this employee did not work enough hours in the previous year to qualify for FMLA leave.

Motion by Frohling to approve the leave as presented. Second by Marsik. Motion carried.

An employee of the Human Services & Health Department, County Provided Unpaid Medical Leave for themselves from 10-09-13 to 10-28-13.

The Committee reviewed the Salary, Wage, and Status changes as presented.

NEW HIRE – UNION: None. RE-HIRE – UNION: None. RECLASSIFICATION – UNION: Dale J. Schmidt, Sergeant – Patrol, Sheriff's Department – Patrol Division at \$29.98, Pay Grade SSU08, Step 6M54 effective 10-10-13; Michael P. Willmann, Sergeant – Patrol, Sheriff's Department – Patrol Division at \$29.07, Pay Grade SSU08, Step 5M42 effective 10-29-13. STEP INCREASE – UNION: Michael P. Willmann, Traffic Patrol Officer, Sheriff's Department – Patrol Division at \$28.22, Pay Grade SSU04, Step 6M54 effective 10-28-13. NEW HIRE: Kim M. Pieper, Receptionist II, Deputy Clerk of Courts Department at \$12.81, Pay Grade DC02, Step ST01 effective 09-30-13; Mary Meyer, Public Health Technician, Human Services & Health Department at \$14.74, Pay Grade DC03, Step ST01 effective 10-01-13. RE-HIRE: None.

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LIMITED TERM/SEASONAL: Linda J. Voight, Meal Site Manager – LTE, Human Services & Health Department at \$11.70, Pay Grade MSC15, Step 01ST, effective 10-07-13. RECLASSIFICATION: Shellie S. Schroeder, Deputy Clerk of Courts, Clerk of Courts Department at \$16.66, Pay Grade DC04, Step ST01 effective 09-30-13; Aaron M. Potratz, Jail Supervisor 3rd Shift, Sheriff's Department – Jail Division at \$26.70, Pay Grade DC08, Step ST04 effective 10-05-13. STEP INCREASE: None. NON-SCHEDULED INCREASE: None.

The Committee reviewed the Orientation Period Reports as presented.

Committee Member Reports: None.

HR Director's Report

- a. Disciplinary Actions: Rains informed the Committee that an employee of the Highway Department was given a seven (7) day unpaid suspension for submitting an altered doctor's slip in order to be paid holiday pay.

Rains informed the Committee that an employee of Clearview was terminated for improper care of a resident. Dorn indicated that the employee is grieving the termination.

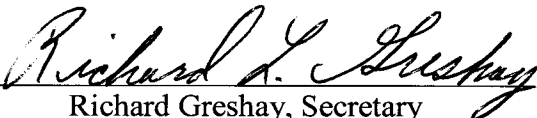
- b. Grievances and Arbitrations: Rains indicated that Corporation Counsel received a letter from the attorney representing the County in the court case regarding a termination for loss of qualifications related to the individual not meeting the Driver Qualification Policy. The letter indicated that the Circuit Court of Appeals will make a decision based on the submitted briefs and no oral arguments will be heard in the case.
- c. Worker's Compensation: Nothing to report.


Future Agenda Items: Flex Spending Benefit.

Future Meeting Dates and Times:

The next regular scheduled meetings of the Human Resources and Labor Negotiations Committee are **November 5, 2013 and November 19, 2013 at 10:00 a.m.** in room 4C of the Administration Building.

Meeting adjourned by order of the Chair at 11:25 a.m.


Richard Greshay, Secretary


Donna Maly, Chair

Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.